

# Bristol Film Office – Locations and Crew/Facilities Database Privacy Notice

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Bristol Film Office is a division of Bristol City Council. Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), which means it determines what your data is used for and why it is collected. The purpose of this privacy policy is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller are Bristol Film Office, Bristol Museum & Art Gallery, Queens Road, Bristol BS8 1RL

## **What data we need to collect and the legal basis for processing it:**

To provide this service, we will process your name, telephone number, address and email address, additional descriptions of the property or service you want to make available to productions. We are collecting this data to effectively promote your property or services.

## **How long we will keep your data for:**

The period of time that we will hold this data for will depend on you agreeing to remain on the database on an annual basis. We will contact you once yearly to ask if you would like your data to continue to be held. If you choose to remove your data or if we are unable to contact you your information will be deleted or archived.

## **Why we need to collect your data:**

We use the information to promote the property or service via an online directory. We may also send out details of the property or service to productions who contact Bristol Film Office.

If you choose to register a property or service, Bristol Film Office will not use the personal information you provide us with for marketing purposes, unless you have given express consent to receive marketing materials.

## **Who we share your data with and why:**

This data will be shared with a third party service provider – Moviesite (the data processor) - who is contracted by Bristol City Council to supply the database software. Third parties are obliged to keep your details securely and have their own GDPR compliant privacy policy.

We share property photos and contact names/numbers/email addresses with production personnel interested in using your property for filming. We do not share private addresses with our service users.

Bristol Film Office shares its crew/facilities database with Bath Film Office, so your personal details will be accessible to the staff of both offices. Bristol Film Office uses the personal information on the crew/facilities provided in the same way as Bristol Film Office and their privacy policy for handling your data can be found here:

**Yours rights as a data subject:**

You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing, and may also have the right to have your data transferred to another data controller.

You have the right to have any inaccurate information corrected. You also have a right of complaint to the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk) if you think we have not dealt with your information in a proper manner.

You can ask to see what information we hold about you and have access to it. You can do this, by contacting:

Senior Data Protection Officer  
Bristol City Council  
ICT Commissioning and Information Governance  
P O Box 3176  
BRISTOL  
BS3 9FS  
[Data.protection@bristol.gov.uk](mailto:Data.protection@bristol.gov.uk)

Other questions about the data being processed may also be sent to the above address.

**Fraud Prevention and Detection:**

Bristol City Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit <https://www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection>